

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">18.14</p> <p>Date Filed</p>	<p>Total Pages</p> <p style="text-align: center;">1</p> <p>Effective Date</p> <p style="text-align: center;">December 22, 2006</p>
<p>References/Authority</p> <p>KRS 196.035</p>	<p>Subject</p> <p style="text-align: center;">SPECIAL RECOMMENDATIONS FOR PAROLE OR RELEASE</p>	

I. DEFINITIONS

None.

II. POLICY and PROCEDURES

An employee of the Department of Corrections shall not submit or sign a recommendation for parole, early release, commutation of sentence, meritorious good time (except as outlined in [CPP 15.3](#)), for any inmate under the custody of the Department except as outlined below:

- A. Any staff member wishing to commend an inmate for exceptional work performance or program progress shall forward the commendation to the Classification and Treatment Officer responsible for preparing the inmate's Pre-Parole Progress Report. The information may, at the discretion of the Classification and Treatment Officer, be included in the Pre-Parole Progress Report.
- B. Any special recommendation for early parole consideration, pardon, sentence reduction, shall be submitted to the Warden of the institution stating in detail the reason for the recommendation.
 1. If the Warden approves the recommendation, it shall be forwarded to the Commissioner of Adult Institutions for review.
 2. If approved by the Commissioner of Adult Institutions, the recommendation shall be forwarded to the Secretary for final approval.